

EYNSFORD VILLAGE HALL – RISK ASSESSMENT

What are the hazards?	Who might be harmed and how?	What is EVH already doing?	What further action is necessary?	Who needs to carry out the action?	By when is the action needed?	Done
Slips, trips and falls	Hall and car park users. Bruises and breaks	Car park and lobby lit automatically. Floors surfaces kept clear of obstructions.	None			
Kitchen area	Hall users. Scalds, cuts.	Area cleaned by cleaner and surfaces cleared. Instructions for cooker displayed.	None			
Storage of tables and chairs	Hall users. Cuts, bruises, abrasions, breaks.	Stacking instructions displayed on special trolleys	None			
Working at height	Hall users, contractors. Falling off ladders causing bruises, breaks.	Contractors and users instructed to follow safe working procedures	None			
Disabled toilet	Users with disabilities. Needing assistance	Handrails and emergency cord fitted.	None			
Hazardous substances e.g. cleaning chemicals	Hall users. Skin irritation, burns.	All cleaning materials are kept in a locked cleaner's cupboard	None			
Manual handling	Hall users. Injury when moving items	Tables and chairs stored on dedicated trolleys	None			

Electricity	Hall users. Shocks, burns, possible risk of death.	Fixed wiring inspected every five years (next inspection October 2024), equipment PAT tested, users advised location of fuse board.	Repeat electrical testing every five year by qualified electrician	Maintenance trustee	October 2024	
Fire	Hall users. Smoke inhalation, suffocation, burns.	Fire risk assessment done, emergency lighting installed and tested, fire extinguishers provided and serviced				
Noxious emissions	Hall users. Nausea, sickness	Gas appliances serviced annually by qualified technician. CO2 monitors installed.	Appliance testing annually in November	Maintenance trustee	November 2023	

Note:

- A first aid box is available in the kitchen cupboard.
- An accident and injury book is kept with the first aid box
- Fire appliances are serviced annually

The trustees do not have a legal requirement to record the findings of this risk assessment as fewer than five people work at the hall. Much of the repair work at the hall is done by external contractors who have responsibility for their own health and safety.

However the trustees felt they had responsibility to record the findings of a risk assessment, which is published on the hall's website and drawn to the attention of all hall users.

Review carried out by Chairman February 2023

Date of next review February 2024.